

**BUREAU OF INDIAN STANDARDS**  
**(General Services Department)**


**OFFICE ORDER**

**Subject: Revised functions of Administration and General Services Department**

The organogram and functions of the various departments at HQs were circulated vide DGO No. BIS/DGO (336)/2014 dated 15 January 2014 and the same with respect to Administration and General Services Department were revised vide DGO No. BIS/DGO(469)/2020 dated 09 December 2020 & subsequently vide DGO No. BIS/DGO(477)/2022 dated 07 January 2022.

2. In supersession to the earlier DGOs mentioned above, the functions of Administration and General Services Department have been revised with immediate effect and the same are annexed herewith as Annex – I & II.

3. This is for the kind information of all concerned with a request that the matters pertaining to Telephone services, which was earlier dealt by Administration, will be henceforth dealt by General Services Department. Accordingly, the correspondence in these matters may be further marked to General Services Department.

  
(Lt. Col (Retd.) Kumar Shantanu)  
Deputy Director General (Administration)

Our Ref: GSD/02/02/2019

Circulated to: All departments at BIS Headquarters /CRO

**Administration Department**

- 1) Receipt & Issue of Dak and scanning of Inward Dak
- 2) RTI Cell
- 3) Record Room
- 4) Monitoring of Attendance
- 5) Issue of BIS Canteen (RFID Cards)
- 6) Staff Welfare:
  - a) Engagement of Doctor
  - b) Yoga
  - c) Gym
  - d) Scholarship
  - e) Holiday Home
  - f) Creche
  - g) Newspaper
  - h) Briefcase
  - i) Annual Day and other events etc.
- 7) Vetting of RFPs / Tenders
- 8) Issue of stores, condemnation and disposal and physical verification of assets
- 9) Miscellaneous Work:
  - a) Issue of Circulars
  - b) Information on general matters to DoCA etc.
  - c) Swachh Bharat Campaign
- 10) Any other work assigned by higher authorities

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**General Services Department (GSD)**

- 1) Management of staff car
- 2) Booking of air tickets, arrangement of foreign exchange and other logistic services
- 3) Housekeeping services
- 4) Processing of bills for engagement of all types of manpower
- 5) Repair and maintenance of furniture and equipment
- 6) Procurement of goods and services
- 7) Allotment of staff quarters and maintenance thereof
- 8) Maintenance of both MB & MK in all respects
- 9) Insurance of assets
- 10) Security & Reception arrangement for MB & MK, issue of passes for Ministry & Car parking labels
- 11) Management of Canteen
- 12) Telephone services such as installation, repair and operation of EPABX installed by MTNL
- 13) Miscellaneous Work:
  - a) Washing of towel and dusters
  - b) World Standard Day arrangements
  - c) Booking of IHC/IIC
  - d) Republic Day/Independence Day passes
  - e) Outdoor catering
- 14) Any other work assigned by higher authorities

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